



National Instant Criminal Background Check System

FFL Quick Reference Guide

Order NICS Resolution Cards for your Denied and/or Extended Delayed Customers
by calling 1-877-324-6427 (Option 2)

NICS FFL Web Site		Hours of Operation																	
http://www.fbi.gov/nics-ffl (case sensitive)		8 a.m.–1 a.m. Eastern Standard Time, 7 days a week (Except Christmas Day)																	
Letter Verification Used by the NICS Section		FFL Liaison																	
A—Alpha B—Bravo C—Charles D—Delta E—Echo F—Foxtrot G—Gulf H—Hotel J—Juliet K—Kilo L—Lima M—Mike N—November O—Oscar P—Papa Q—Quebec S—Sierra T—Tango U—Uniform V—Victor W—Whiskey X—X-ray Y—Yankee Z—Zulu		The NICS Section has dedicated a NICS Liaison Specialist to assist you in the following areas: <ul style="list-style-type: none">• Enrollment• Code word changes/modifications• Activation and deactivation of NICS privileges• Troubleshooting system access• Providing written correspondence program advancement• Educating the FFLs and their employees on the NICS via telephone or by representing the NICS Section at various conventions/seminars Contact: NICS Liaison Specialist: (304) 625-7387																	
What is a Business Day?		Fax on Demand																	
<p>A business day is any 24-hour day beginning at 12:01 a.m. the day after the check was initiated, in which state/federal offices are open. A business day does not include Saturday, Sunday, or holidays.</p> <p>The table below advises when a firearm can be transferred if no response is received:</p> <table><tr><th>NICS Contacted On</th><th>Can Legally Transfer On*</th></tr><tr><td>Sunday</td><td>Thursday</td></tr><tr><td>Monday</td><td>Friday</td></tr><tr><td>Tuesday</td><td>Saturday</td></tr><tr><td>Wednesday</td><td>Tuesday</td></tr><tr><td>Thursday</td><td>Wednesday</td></tr><tr><td>Friday</td><td>Thursday</td></tr><tr><td>Saturday</td><td>Thursday</td></tr></table> <p>*The transfer day may differ depending on holidays and/or state law.</p>		NICS Contacted On	Can Legally Transfer On*	Sunday	Thursday	Monday	Friday	Tuesday	Saturday	Wednesday	Tuesday	Thursday	Wednesday	Friday	Thursday	Saturday	Thursday	<p>Have documents faxed directly to you!</p> <ul style="list-style-type: none">• Call 1-877-324-6427• Enter Option 4• Enter Option 1 for NICS Documents• Enter the document number you want faxed<ul style="list-style-type: none">○ 101—Appeal Brochure○ 102—NICS E-Check/NICS Enrollment Form○ 103—FBI Guide for Obtaining Your FBI Record○ 104—Voluntary Appeal File Brochure○ 106—NICS General Information○ 107—NICS Resolution Card• Enter your 10-digit Fax number• The documents will automatically be faxed to you	
NICS Contacted On	Can Legally Transfer On*																		
Sunday	Thursday																		
Monday	Friday																		
Tuesday	Saturday																		
Wednesday	Tuesday																		
Thursday	Wednesday																		
Friday	Thursday																		
Saturday	Thursday																		
Additional Information																			
To Request a NICS Background Check		1-877-FBI-NICS (Option 1)																	
To Request the Status of a Delayed NICS Background Check		1-877-FBI-NICS (Option 2)																	
To Change Enrollment Information		1-877-FBI-NICS (Option 2)																	
To Request Information About the NICS Section		1-877-FBI-NICS (Option 2)																	
ATF Distribution Center (ATF forms)		1-202-648-6420																	
ATF Licensing Center		1-866-662-2750																	
NICS FFL Web site:		www.fbi.gov/nics-ffl																	
NICS E-Check Web site:		www.nicsezcheck.fbi.gov																	
NICS Web site:		www.fbi.gov/nics																	
NICS Appeals Web site:		www.fbi.gov/nics-appeals																	